

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
SOUTHWEST REGION

SW 3120.20A

11/9/2000

## **SUBJ: SEXUAL HARASSMENT AWARENESS TRAINING**

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- 1. PURPOSE.** This order establishes procedures for air traffic facilities to conduct annual sexual harassment awareness training.
- 2. DISTRIBUTION.** This order is distributed to branch/staff level in the Air Traffic Division, supervisor level at all air traffic field facilities, the Human Resource Management Division, and the NATCA/NAATS regional representatives.
- 3. CANCELLATION.** Order SW 3120.20, Sexual Harassment Awareness Training, dated August 3, 1992, is canceled.
- 4. BACKGROUND.** Sexual harassment is an issue of concern to all employees in the FAA. All employees have certain rights and responsibilities regarding sexual harassment. While there are periodic programs conducted throughout the Southwest Region, no attempt has been made to establish formal guidance for establishing procedures for air traffic employees to obtain this type of training annually.
- 5. PROCEDURES.**
  - a. All air traffic managers** will ensure that annual sexual harassment awareness training is presented at all air traffic facilities under their jurisdiction.
  - b. All air traffic employees** are required to complete this training on an annual basis.
  - c. Managers shall maintain** local records of those employees who have completed the training.
  - d. Sexual harassment training** may be accomplished using any of the following:
    - (1) Attend a formal onsite session developed and/or conducted by the facility staff, regional contractor, Employee Assistance Program representative, or other organizations.

(2) Participate in New Employee Orientation that involves sexual harassment awareness.

(3) Review of sexual harassment videotapes available from the Organization Effectiveness Branch, ASW-18.

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